

JOB SHADOWING QUESTIONNAIRE

The following suggestions and ideas will assist in conducting an interesting and informative job shadow.

Name _____ Date _____

Job Shadowing Site _____

1. Describe your job and your industry. _____

2. Describe the skills you use on the job. _____

3. How did you get started in your field? _____

4. What kinds of continuing education/learning are required to stay up-to-date in your job? _____

5. Describe a typical day at work. _____

6. Show how your department/job fits into the company as a whole. _____

7. Do you work alone or as part of a team? _____

8. What type of decisions do you make? _____

9. What personal traits do you want in someone who works with you or for you? _____

10. Describe a problem or challenge and how you solved it. _____

11. Do you have to speak in public or at meetings? _____

12. Do you write reports, letters or articles at work? Show some examples and describe their purpose. _____

13. How important is good customer service in your workplace? _____

14. What is your salary range? _____

15. What kinds of jobs are available in your field? What about advancement opportunities? _____

16. What happens when you make a mistake? _____

17. What is the best part of your job? What parts do you like the least? _____

18. What kinds of materials do you need to read? _____

Adapted from the "How to have a Successful Groundhog Shadow Day," National Groundhog Shadow Day Coalition